

# JJOLT

**Instructions** Save this form into your own files (by going to save as and save to your directory – then go to your directory and fill it out). Please fill in all information appropriate for the report you are requesting. Please only 1 report per form.

When complete, please email this form to [DHS-ProjectJJOLT@michigan.gov](mailto:DHS-ProjectJJOLT@michigan.gov)

## Your Information

Name:	_____	Phone:	_____
Company:	_____	Fax:	_____
Address:	_____	Email:	_____
Address:	_____	Date:	_____
Address:	_____		
City, State, Zip:	_____		

## Report Request

### Report Title:

Please specify a title for this report:

### Data to be included in report:

Please list all data fields you wish to see as columns of data. Please check if the data field is a database field, a calculated field, or do not know. Will you be able to send us a copy of your database for use or allow us to connect directly to your database? \_\_\_\_\_yes  
\_\_\_\_\_no

Table and field name	Database field	Calculated field	Do not know

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**Selection Criteria:**

How do you want the report data limited? Do you want only a certain date range of data, a certain category, service, product line, etc? Please specify which database field provides this information.

**Report Organization:**

How do you want the report data organized and sorted? Do you want all the fields listed in the table above organized into groups; such as by month, by product type, by vendor, customer, sales ID? List fields to group by largest to smallest:

Group 1 -

Group 2 -

Group 3 -

Group 4 -

Would you like the data fields sorted; alphabetical, by date, by product or service type within the groups? Is the order alphabetical or some other order that you will need to specify?

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## **Summaries or totals:**

Do you want any summary information on the report? Which columns of data do you want summarized, and which summary function? Do you want sums, averages, counts?

## **Grand Totals:**

Do you also want grand totals, for which fields? Same as summaries and totals??

## **Graphs or Cross tabs:**

Do you want graphs or cross tabs to display your data? If yes, please draw what you expect a graph or cross tab will look like on the report, including labels for axis and field names of the data included in the graph.

## **Report Distribution:**

How will the reports be distributed? Exported and emailed in Excel or .PDF? Viewed by users with Crystal Reports only? Viewed through JJOLT?

## **Parameter fields:**

Will the report benefit from parameter fields? Do you want to be prompted for information that the report will then use when refreshing the report? For example, would you like to be able to enter the date range the report will collect data for, or enter a placement, client, or possibly service provided. If yes, specify what field(s) you would like to be prompted with.

## **Calculations:**

In the database fields section you listed what fields you want as columns across the report. If any of these fields are calculations, specify details about those calculations below:

Calculation or formula name	Description of what calculation needs to do and what fields will be used

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## **Layout Considerations:**

Do you want the report formatted or to behave in a certain way? For example, do you want to specify landscape orientation? Do you want clients with no data suppressed?

## **Report layout example:**

Please draw a picture of what you want the finished report to look like, or attach a word or excel file. This can be a huge help for the report developer so that the report is built to meet your expectations.

Census by Placement

Date of report

Placement [Count of Clients within Placement]

Client Name

Start Date, Ending Date, Service Provided, Length of Stay

Date Report Run

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You could also specify here that you want each placement to start on a new page, or each client to start a new page, and/ or that you want to be prompted for which rep to run the report for.

**THANK YOU.** Thank you for taking the time to fill out this form as completely as possible. The more detailed information we have about what you want your report to do and how it needs to look, the less time it will take to create. A report developer may still contact you with questions regarding your reporting project, and you can also request to set up a brief meeting with the report developer assigned to your project if you feel there are specific issues to discuss that will facilitate efficient report development.

Date to GVT:

Date Completed:

Requestor:\_\_\_\_\_

Developer:\_\_\_\_\_